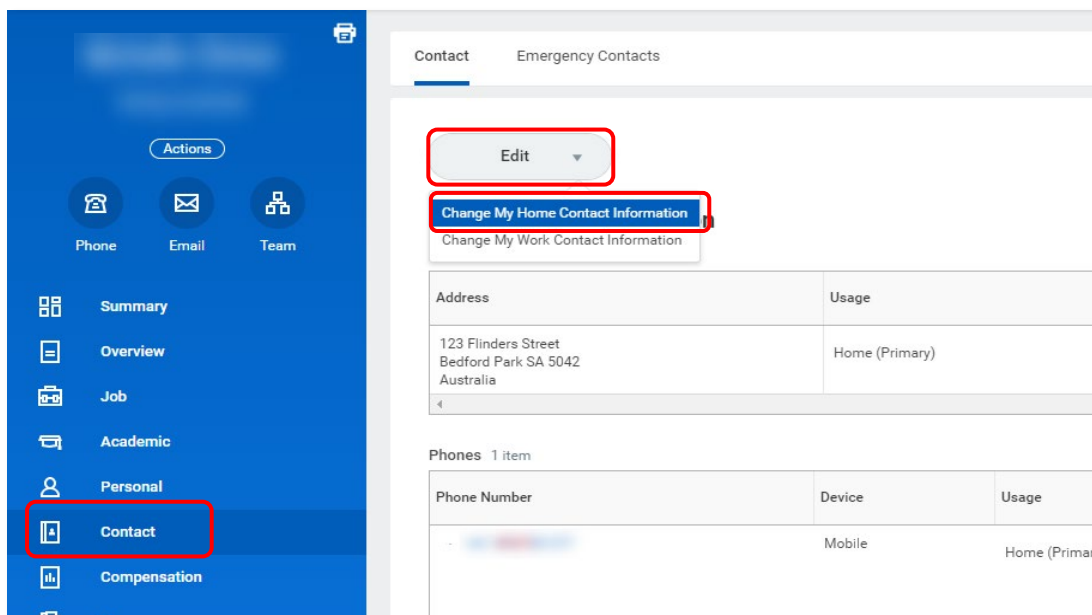# Change/add your personal email address

workday.

Your email address details are held in your Workday Profile. To change/add your personal email address, click on your *profile icon* in the top right-hand corner of the home page and select *View Profile.*

Select *Contact*, *Edit,* and then select *Change My Home Contact Information*
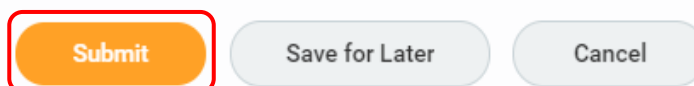

Scroll down to the Email section.
Click on ✏️ to edit the fields and ✔️ to confirm your changes.
Fields with a red star * are mandatory fields.
You can also make changes to your home address and phone details.
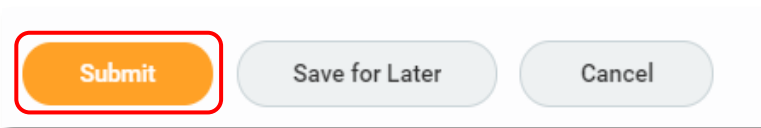
Once all the relevant fields are complete, select *Submit.*

To **add** your personal email address if you do not currently have one recorded, scroll down to the Email section and click on *Add*

Email

Add

Add your email address and ✓ to confirm your changes. Once all the relevant fields are complete, select *Submit.*

Submit   Save for Later   Cancel